Display Goods Receipt Report

October 2, 2013

This report displays information on any orders that have been receipted into WBSCM. This Report is "Real Time" meaning it is ever changing/updating as information is entered into WBSCM. Every time an ASN is entered or a Goods Receipt is entered, this report will be updated to reflect the new additions. This can be very useful for identifying ASN numbers after a multiple upload or a variety of other information.

Portal Path: Suppliers → Supplier Self Service →Supplier Self Service

Click on "All Goods Receipts"

October 2, 2013

To search for all Goods Receipts you must enter at least one of the following: Vendor, Purchase Order (PO), PO Create Date, PO Delivery Date, Bid Invitation Number, ASN Number, ASN Submission Date or Material.

The more criteria you enter, the more you will be able to narrow your search

To include Invoice Data and Reference PO into the Report you must search by Purchase Order Number. Enter Purchase Order Number and scroll down to click on the Invoice Data and Reference PO boxes

Click on "Execute"

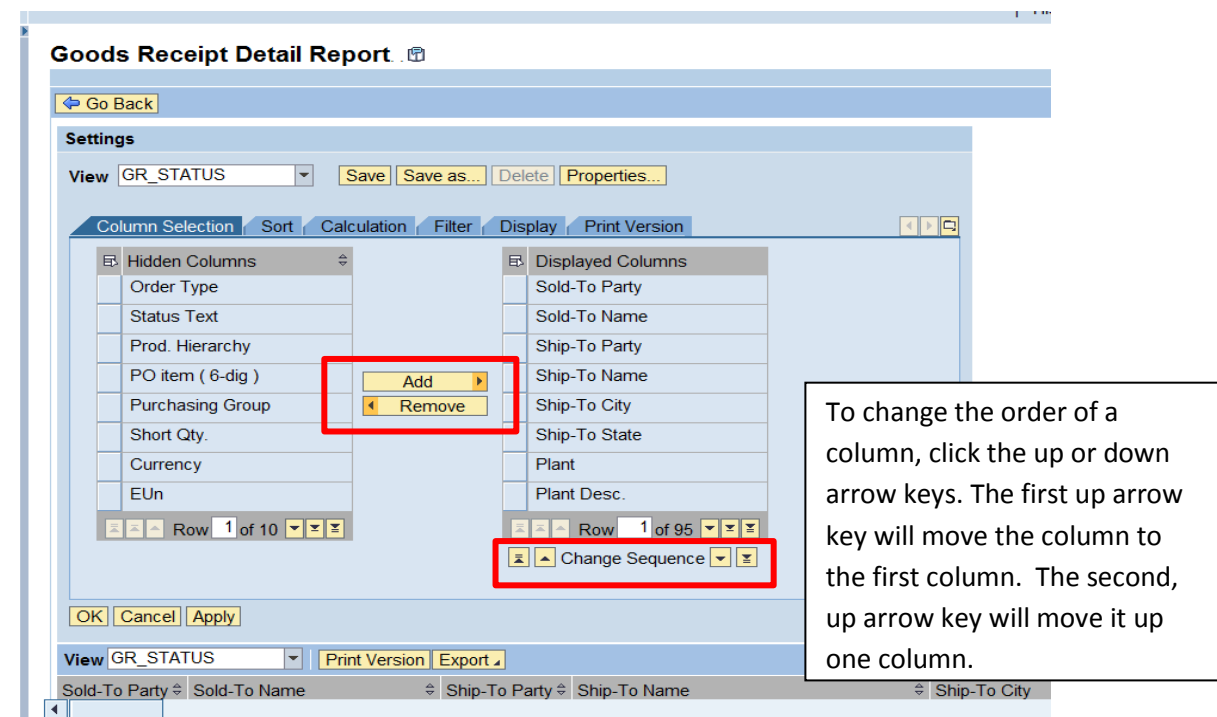A list of all Good Receipts will be displayed

October 2, 2013

This report can be customized via the settings link. Click the horizontal scrollbar and scroll all the way to the right of the report until you see "Settings" displayed. Click on "Settings"

Click on bar and scroll all the way to the right

The columns of the Goods Receipt Report and the order in which they are displayed can be customized to your preference. Click on the blue box next to the column that you would like to add/remove from the Report, once the box is highlighted click on the "Add" or "Remove" button

To change the order of a column, click the up or down arrow keys. The first up arrow key will move the column to the first column. The second, up arrow key will move it up one column.

In the example below, the Purchase Order # was highlighted and the first up arrow key was selected to move the selected column to the beginning of the Report

Notice the Purchase Order # has moved and will now be the first column of the report

Once you have made your selections, click "Apply"

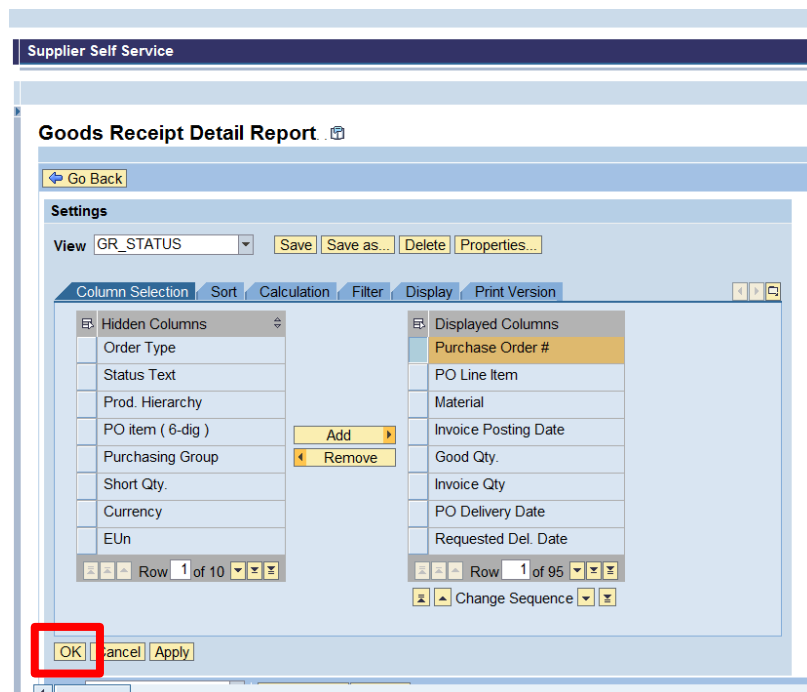To save the customized settings, click "Save As". The customized settings can be used to view future Goods Receipt Reports

A pop-up screen is displayed. Enter a name for the customized report in the Description field. We have labeled this sample report "Vendor View". Click "OK"
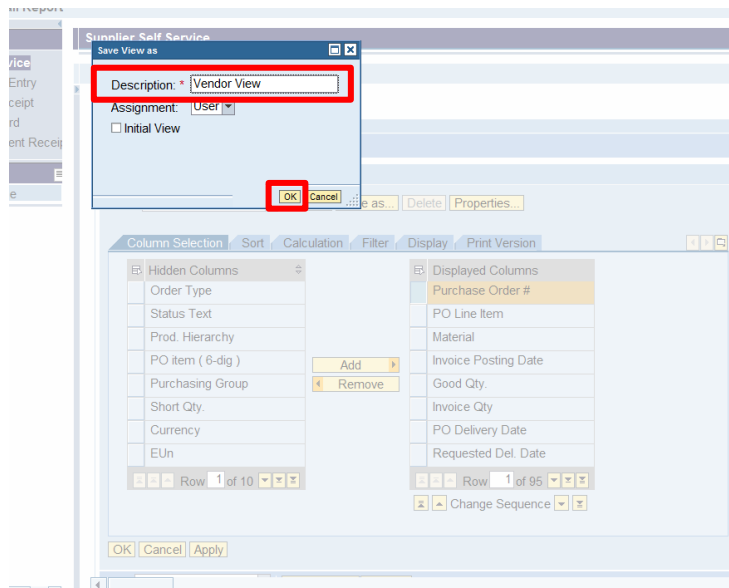
Click "OK"

The customized report will be displayed

Goods Receipt Detail Report

Go Back

View: A123 PO View New | Print Version | Export

Purchase Order #	PO Line Item	Good Qty.	Date received	ASN Qty.	Invoice Qty	Requested Qty.	PO Qty.	Item Qty.
4100002351	1	0.000		0.000	0.000	1,620.000	1,620.000	1,620.000
		0.000		1,620.000	0.000	1,620.000	1,620.000	0.000
		1,620.000	08/24/2012	0.000	0.000	1,620.000	1,620.000	0.000
		0.000		0.000	1,620.000	1,620.000	1,620.000	0.000
	2	0.000		0.000	0.000	1,620.000	1,620.000	1,620.000
		0.000		1,620.000	0.000	1,620.000	1,620.000	0.000
		1,620.000	08/02/2012	0.000	0.000	1,620.000	1,620.000	0.000
		0.000		0.000	1,620.000	1,620.000	1,620.000	0.000
	3	0.000		0.000	0.000	1,620.000	1,620.000	1,620.000
		1,620.000	08/24/2012	0.000	0.000	1,620.000	1,620.000	0.000
		0.000		1,620.000	0.000	1,620.000	1,620.000	0.000
		0.000		0.000	1,620.000	1,620.000	1,620.000	0.000
	4	0.000		0.000	0.000	1,620.000	1,620.000	1,620.000
		1,620.000	08/10/2012	0.000	0.000	1,620.000	1,620.000	0.000
		0.000		1,620.000	0.000	1,620.000	1,620.000	0.000
		0.000		0.000	1,620.000	1,620.000	1,620.000	0.000
	5	0.000		0.000	0.000	1,620.000	1,620.000	1,620.000

To open or save in Excel: Click "Export" and click "Export to Microsoft Excel"

Detailed Navigation
- **Supplier Self Service**
- Inspection Results Entry
- Enter Shipment Receipt
- Shipment Dashboard
- International Shipment Receipt

Portal Favorites
- Supplier Self Service

Goods Receipt Detail Report

Go Back

View: GR_STATUS | Print Version | Export | **Export to Microsoft Excel**

| Purchase Order #	PO Line Item	Material		Good Qty.	Invoice Qty	PO Delivery Date	Requested Del. Date	Sold-To Pa
4100001157	1	130181		0.000	0.000	10/31/2010	10/31/2010	4900157
	2			0.000	0.000	10/15/2010	10/15/2010	4900072
	3			0.000	0.000	11/30/2010	11/30/2010	4900189
	4	130189		0.000	0.000	11/15/2010	11/15/2010	4900095
	5			0.000	0.000	10/31/2010	10/31/2010	4900094
	6			0.000	0.000	10/15/2010	10/15/2010	4900134

Click "Open" to open the file in Excel or click "Save" to save it to a folder
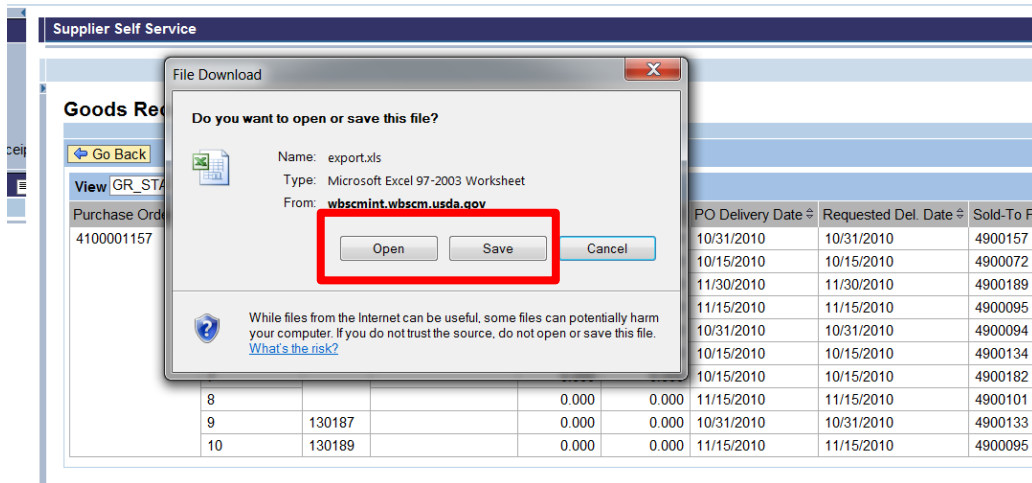
Opening the file, click "Yes"
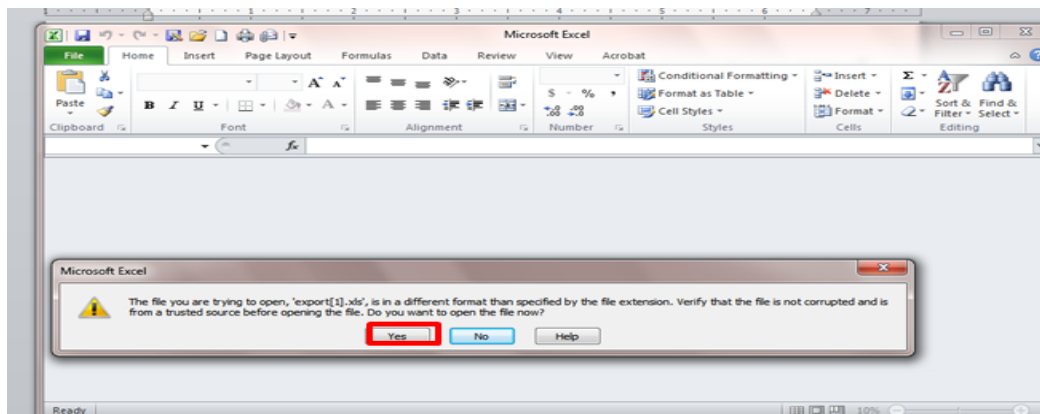
File will open in Excel. Click on the "blue disk" image to save in Excel file format
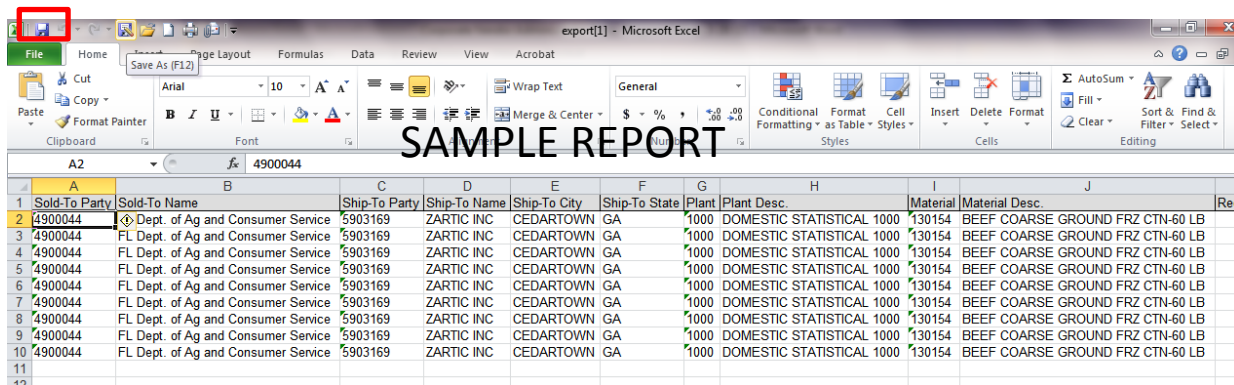
Change format to "Excel Workbook" and give new file name. Click "Save"
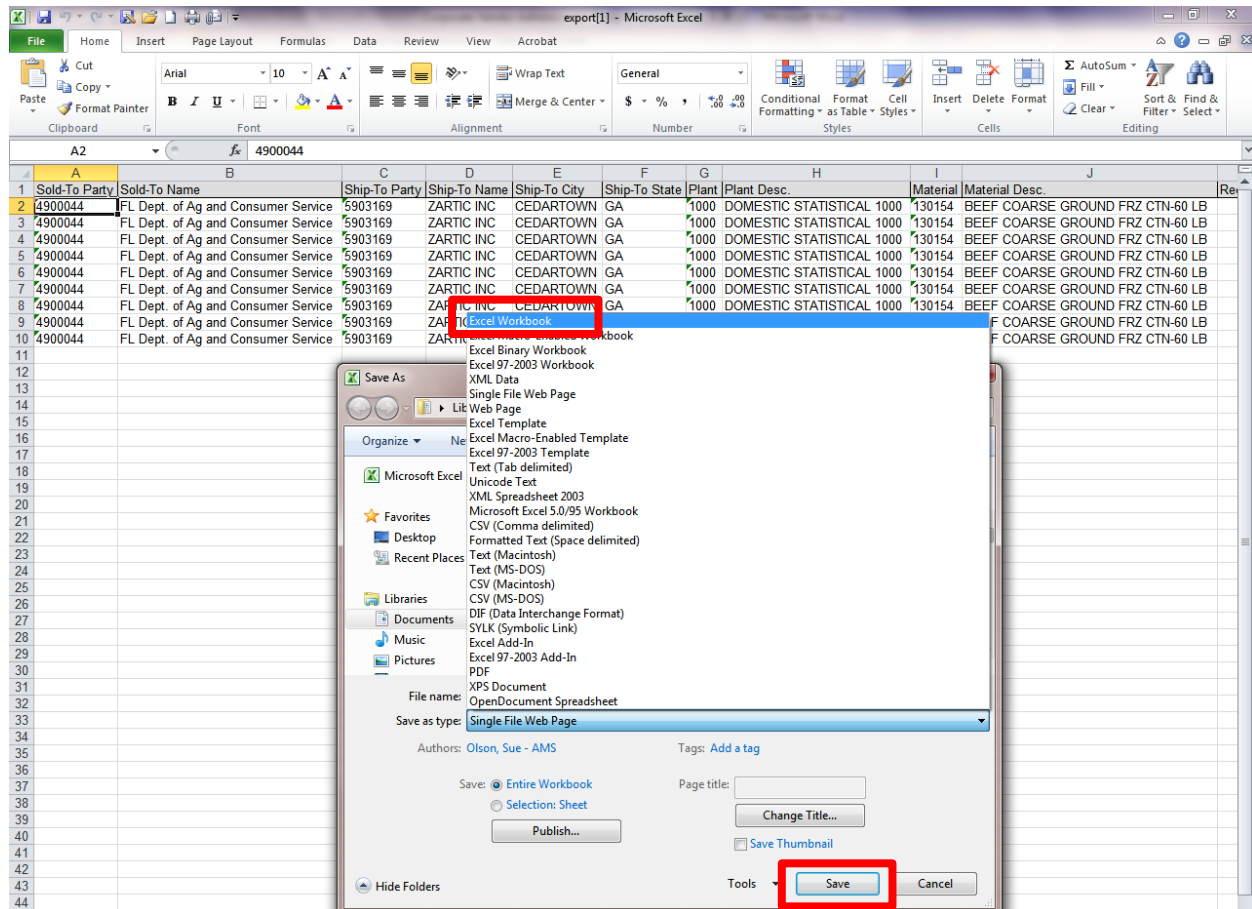
NOTE: To use the customized setting for other Purchase Orders, select the drop-down arrow and select the name of the customized setting